

POSITION: PERFORMING ARTS CENTER (PAC) COORDINATOR

POSITION SUMMARY:

To assist in the management, scheduling, operation, and daily coordination of the Performing Arts Center (PAC) in support of school and community events, while ensuring effective communication, organization, and operation of PAC technology and facilities.

SUPERVISORY

RELATIONSHIP:

- Reports to the Director of Fine Arts and Assistant Superintendent

QUALIFICATIONS/

REQUIREMENTS:

- Certified teacher preferred
- Experience in event coordination, performing arts management, theater operations, or related fields preferred
- Knowledge of sound, lighting, projection, and theater technology systems preferred
- Strong organizational, communication, and customer service skills
- Ability to work flexible hours, including evenings and weekends, based on event schedules
- Ability to manage multiple events and responsibilities simultaneously
- Experience and other qualifications the Superintendent, Assistant Superintendent, or Director of Fine Arts may find acceptable

PERFORMANCE

RESPONSIBILITIES:

- Manage and maintain the PAC master calendar and scheduling of school and community events
- Coordinate event requests, reservations, and facility usage approvals in collaboration with district administration
- Serve as a primary point of contact for PAC-related communication, including email correspondence and event coordination
- Assist with setup, preparation, and breakdown of events hosted in the PAC
- Assist in operating and managing PAC technology systems, including sound, lighting, projection, curtains, and stage equipment
- Provide support and guidance to staff, students, and community groups utilizing the PAC
- Coordinate with custodial, maintenance, and technology departments to ensure facility readiness and cleanliness for events
- Maintain organization and inventory of PAC equipment, supplies, and technology resources
- Help with maintaining facility cleanliness
- Assist with ensuring compliance with district safety procedures and facility usage guidelines
- Help supervise student workers, volunteers, or event support personnel when applicable

- Assist with development and implementation of operational procedures for PAC usage and event management
- Communicate professionally and effectively with district staff, community organizations, performers, vendors, and patrons
- Support Fine Arts programming and district events as assigned
- Maintain confidentiality and professionalism in all aspects of the position
- Perform other duties and responsibilities assigned by the Director of Fine Arts or Assistant Superintendent

TERMS OF EMPLOYMENT:

- Part-time hourly position paid at the ESS hourly rate as approved by the Christian County Board of Education
- Work schedule will vary based on PAC event usage and district needs

EVALUATION:

- Performance of this job will be evaluated in accordance with the provisions of the Board's policies and procedures.
- The Director of Fine Arts and Assistant Superintendent will evaluate performance.